

Archived Information

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF MIGRANT EDUCATION
WASHINGTON, D.C. 20202-6135**



FY 2005

**APPLICATION FOR GRANTS UNDER THE
HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)**

CFDA Number: HEP - 84.141A

**FORM APPROVED
OMB No. 1890-0009, Expiration Date: 6-30-2005**

DATED MATERIALS – OPEN IMMEDIATELY

CLOSING DATE: March 14, 2005

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INTRODUCTION

The High School Equivalency Program (HEP) CFDA 84.141A and
College Assistance Migrant Program (CAMP) CFDA 84.149A

The High School Equivalency Program (HEP) and the College Assistance Migrant Program (CAMP), authorized under Section 418A of the Higher Education Act, as amended, are designed to help migrant and seasonal farmworkers and their children complete high school and succeed in postsecondary education. Eligible applicants are Institutions of Higher Education (IHEs), or private, non-profit agencies working in cooperation with IHEs.

The HEP program assists students to complete the requirements for a general education diploma (GED), which meet the guidelines for high school equivalency in the State in which the project is located. The program provides services to help students enter postsecondary education or training programs, or to gain employment or enter the military.

The CAMP programs provide outreach, academic, supportive, and financial assistance to migrant and seasonal farmworker students to help them successfully complete the first academic year of college and to continue in postsecondary education.

Since the 1998 reauthorization of the Higher Education Act, as amended, the Department has awarded 54 HEP grants and 45 CAMP grants. These grants are funded for a five-year grant cycle.

The program statute and regulations that apply to both programs are in the enclosed application package. The selection criteria, which also applies to both programs, are also in the application package. However, applicants who wish to apply for both programs must submit separate applications.

This application package is for the HEP program and contains the Notice Inviting Applications for New Awards for fiscal year 2005, and instructions for applying for the HEP (CFDA 84.141A) .

The application package for the CAMP program contains the Notice Inviting Applications for New Awards for fiscal year 2005, and instructions for applying for the CAMP (CFDA 84.149A).

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
WASHINGTON, D.C. 20202-6135

January 12, 2005

Dear Applicant:

The Secretary invites applications for funding for fiscal year 2005 under the High School Equivalency Program (HEP). This program is authorized under Title IV, Section 418A of the Higher Education Act, and the Higher Education Amendments of 1998.

The application package contains all the forms and instructions necessary for preparing an application, including the Notice Inviting Applications for New Awards for HEP, a reprint of program regulations, a copy of the legislative authority, and the selection criteria that will be used to award grants. We ask that you follow the sequence of the selection criteria as printed in this package when preparing your application.

All applicants are eligible to receive up to 100 points based on the published selection criteria. In addition, applicants that are currently administering a HEP project that is in the final year of the five-year grant cycle and applicants whose five-year grant cycle ended in FY 2004 are eligible to receive up to 15 additional points for prior experience.

The Department requires that all applicants for multi-year awards provide budget information for the total grant period requested. An annual grant performance report will be used in place of the continuation application to determine progress, and to make continuation grant awards.

For additional information please contact: Mary L. Suazo, Office of Migrant Education, U.S. Department of Education, 400 Maryland Avenue, SW, Rm. 3E227, Washington, D.C. 20202-6135; at (202) 260-1396; or by e-mail at mary.suazo@ed.gov.

Sincerely,

Francisco Garcia
Director
Office of Migrant Education

4000-01-U

DEPARTMENT OF EDUCATION

Office of Elementary and Secondary Education

Overview Information

High School Equivalency Program (HEP)

Notice inviting applications for new awards for fiscal year (FY)
2005.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.141A

Dates:

Applications Available: January 12, 2005

Deadline for Transmittal of Applications: March 14, 2005

Deadline for Intergovernmental Review: May 13, 2005

Eligible Applicants: Institutions of higher education (IHEs) or private non-profit organizations (such as faith-based organizations) that plan the project in cooperation with an IHE and prepare to operate some aspects of the project with the facilities of the IHE.

Estimated Available Funds: \$5,920,000.

Estimated Range of Awards: \$150,000 - \$475,000.

Estimated Average Size of Awards: \$370,000.

Estimated Number of Awards: 16.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the High School Equivalency Program (HEP) is to help migrant and seasonal farmworkers and their children obtain a general education diploma (GED) that meets the guidelines for high school equivalency established by the State in which the HEP project is conducted, and to gain employment or be placed in an IHE or other postsecondary education or training.

Priority: In accordance with 34 CFR 75.105(b)(2)(ii), this priority is from section 75.225(a) of the Education Department General Administrative Regulations (EDGAR).

Competitive Preference Priority:

For FY 2005 this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i) we award an additional 5 points to an application meeting this competitive preference priority.

This priority is:

Novice Applicant

The applicant must be a "novice applicant" as defined in 34 CFR 75.225(a).

Program Authority: 20 U.S.C. 1070d-2.

Applicable Regulations: (a) EDGAR in 34 CFR parts 74, 75, 77, 79, 82, 84, 85, 86, 97, 98, and 99; (b) 34 CFR part 206; (c) the definitions of a migratory agricultural worker in 34 CFR part 200.81; and (d) 20 CFR parts 669.110 and 669.320.

Note: The regulations in 34 CFR part 86 apply to Institutions of Higher Education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$5,920,000.

Estimated Range of Awards: \$150,000 - \$475,000.

Estimated Average Size of Awards: \$370,000.

Estimated Number of Awards: 16.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: IHEs or private non-profit organizations (such as faith-based organizations) that plan the project in cooperation with an IHE and prepare to operate some aspects of the project with the facilities of the IHE.

2. Cost Sharing or Matching: This competition does not involve cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: Mary L. Suazo, U.S. Department of Education, Office of Migrant Education, 400 Maryland Ave., SW., room 3E227, Washington, DC 20202-6135. Telephone: (202) 260-1396 or by e-mail: mary.suazo@ed.gov

The application package also can be obtained electronically at the following address:

<http://www.ed.gov/programs/hep/applicant.html>

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) or by contacting the program contact person listed in this section.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III of the application to the equivalent of no more than 25 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative (Part III), including titles, headings, footnotes, quotations, references, and captions. However, you may single space all text in charts, tables, figures, and graphs. Charts, tables, figures, and

graphs presented in the application narrative count toward the page limit.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Appendices must be limited to 15 pages and may include the following: resumes, job descriptions, letters of support, bibliography, and information on prior experience if relevant.

The page limits described in this notice do not apply to the following sections of the application: Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract. However, you must include all of the application narrative in Part III.

Our reviewers will not read any pages of your application that--

- Exceed the page limit if you apply these standards;
- or
- Exceed the equivalent of the page limit if you apply other standards.

3. Submission Dates and Times:

Applications Available: January 12, 2005

Deadline for Transmittal of Applications: March 14, 2005

Applications for grants under this competition may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's

e-Grants system, or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or by mail or hand delivery, please refer to section IV.6. Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Deadline for Intergovernmental Review: [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

If you submit your application to us electronically, You must use e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at: <http://e-grants.ed.gov>

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us. Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30 p.m., Washington, DC time, on the application deadline date. The e-Application system will not accept an application for this competition after 4:30 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time, for maintenance. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- Your electronic application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After you electronically submit your application, you will receive an automatic acknowledgement that will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the ED 424 to the Application Control Center after following these steps:

1. Print ED 424 from e-Application.
2. The applicant's Authorizing Representative must sign this form.
3. Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the ED 424.
4. Fax the signed ED 424 to the Application Control Center at (202) 245-6272.

- We may request that you provide us original signatures

on other forms at a later date.

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from electronically submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

1. You are a registered user of e-Application and you have initiated an electronic application for this competition; and

2. (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at

1-888-336-8930. If the system is down and therefore the application deadline is extended, an email will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of the Department's e-Application system. If the e-Application system is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgement of your submission, you may submit your application in paper format by mail or hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must send the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.141A
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center - Stop 4260

Attention: CFDA Number 84.141A
7100 Old Landover Road
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark;
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;
3. A dated shipping label, invoice, or receipt from a commercial carrier; or
4. Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark, or
2. A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must hand deliver the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.141A
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

1. You must indicate on the envelope and – if not provided by the Department – in Item 4 of the ED 424 the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

2. The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgement within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are in the application package.

2. Review and Selection Process: Additional factors we consider in selecting an application are prior experience. Applicants that are currently administering a HEP project that is in the final year of the five-year grant cycle and applicants whose five-year grant cycle ended in FY 2004 are eligible to receive up to 15 points for prior experience in accordance with Section 418A(e) of the Higher Education Act of 1965, as amended.

The Secretary will award points for prior experience based on information contained in documents such as annual performance reports, project evaluation reports, site visit reports, and the previously approved application.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notice (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), the Department developed the following performance measures to evaluate the overall effectiveness of HEP: (1) the number and percent of HEP participants who complete the course of study and receive a GED, and (2) the number and percent of HEP participants with a GED who enter postsecondary education programs, career positions, or the military.

All grantees will be required to submit an annual performance report documenting their success in addressing these performance measures.

VII. Agency Contact

For Further Information Contact: Mary L. Suazo, U.S.

Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, 400 Maryland Avenue, SW, room 3E227, Washington, DC 20202-6135. Telephone Number: (202) 260-1396, or by e-mail: mary.suazo@ed.gov

The application package also can be obtained electronically at the following address:

<http://www.ed.gov/programs/hep/applicant.html>

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request by contacting the contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO) toll free at 1-888-293-6498; or in the Washington, DC area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html

Dated: January 7, 2005

Raymond Simon,
Assistant Secretary for
Elementary and Secondary Education.

STATE SINGLE POINTS OF CONTACT (SPOCs)

Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance. [<http://www.cfda.gov/public/cat-app4-index.htm>]

ARKANSAS Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 7 th Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 TlCopeland@dfa.state.ar.us	CALIFORNIA Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 State.clearinghouse@opr.ca.gov
DELAWARE Sandra R. Stump Executive Department Office of the Budget 540 S. Dupont Highway, 3 rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 sandy.stump@state.de.us	DISTRICT OF COLUMBIA Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 414 4 th Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 FAX: (202) 727-1652 opgd.eom@dc.gov

FLORIDA Lauren P. Milligan Florida State Clearinghouse Florida Department of Environmental Protection 3900 Commonwealth Blvd., Mail Station 47 Tallahassee, Florida 32399-3000 Telephone: (850) 245-2161 FAX: (850) 245-2190 Lauren.Milligan@dep.state.fl.us	GEORGIA Barbara Jackson Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 Gach@mail.opb.state.ga.us
ILLINOIS Roukaya McCaffrey Department of Commerce and Community Affairs 620 East Adams, 6 th Floor Springfield, Illinois 62701 Telephone: (217) 524-0188 FAX: (217) 558-0473 roukaya_mccaffrey@illinoisbiz.biz	IOWA Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 Steve.mccann@ided.state.ia.us
KENTUCKY Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-2512 Ron.cook@mail.state.ky.us	MAINE Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 1461 (direct) FAX: (207) 287-6489 Joyce.benson@state.me.us

<p>MARYLAND</p> <p>Linda Janey Manager, Clearinghouse and Plan Review Unit Maryland Office of Planning 301 West Preston Street – Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 FAX: (410) 767-4480 Linda@mail.op.state.md.us</p>	<p>MASSACHUSETTS</p> <p>Bradley T. Crate Grants Management Governor's Legislative & Intergovernment Affairs Office State House Room 280 Boston, MA 02133 Phone: (617) 725-4020 x35215 Fax: (617) 727-8136 Bradley.crate@state.ma.us</p>
<p>MICHIGAN</p> <p>Richard Pfaff Southeast Michigan Council of Governments 535 Griswold, Suite 300 Detroit, Michigan 48226 Telephone: (313) 961-4266 FAX: (313) 961-4869 pfaff@semcog.org</p>	<p>MISSISSIPPI</p> <p>Cathy Mallette Clearinghouse Officer Department of Finance and Administration 1301 Woolfolk Building, Suite E 501 North West Street Jackson, Mississippi 39201 Telephone: (601) 359-6762 FAX: (601) 359-6758</p>
<p>MISSOURI</p> <p>Angela Boessen Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Truman Building, Room 840 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 FAX: (573) 522-4395 igr@mail.oa.state.mo.us</p>	<p>NEVADA</p> <p>Heather Elliott Department of Administration State Clearinghouse 209 E. Musser Street, Room 200 Carson City, Nevada 89701-4298 Telephone: (775) 684-0209 FAX: (775) 684-0260 Helliot@govmail.state.nv.us</p>

<p>NEW HAMPSHIRE Jeffrey H. Taylor, Director New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2½ Beacon Street Concord, New Hampshire 03301 Telephone: (603) 271-2155 FAX: (603) 271-1728 Jtaylor@osp.state.nh.us</p>	<p>NEW MEXICO Ken Hughes Local Government Division Room 201, Bataan Memorial Building Santa Fe, New Mexico 87503 Telephone: (505) 827-4370 FAX: (505) 827-4948 Khughes@dfa.state.nm.us</p>
<p>NEW YORK Linda Shkeli Office of Public Security Homeland Security Grants Coordination 633 #rd Street New York, NY 10017 Telephone: (212) 867-1289 FAX: (212) 867-1725</p>	<p>NORTH DAKOTA Jim Boyd Division of Community Services 600 East Boulevard Ave, Dept 105 Bismarck, North Dakota 58505-0170 Telephone: (701) 328-2094 FAX: (701) 328-2308 Jboyd@state.nd.us</p>
<p>RHODE ISLAND Kevin Nelson Department of Administration Statewide Planning Program One Capitol Hill Providence Rhode Island 02908-5870 Telephone: (401) 222-2093 FAX: (401) 222-2083 knelson@doa.state.ri.us</p>	<p>SOUTH CAROLINA SC Clearinghouse Budget and Control Board Office of State Budget 1122 Ladies Street – 12th Floor Columbia, South Carolina 29201 Telephone: (803) 734-0494 FAX: (803) 734-0645 Clearinghouse@budget.state.sc.us</p>
<p>TEXAS Denise S. Francis Director, State Grants Team Governor's Office of Budget and Planning P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 305-9415 FAX: (512) 936-2681 dfrancis@governor.state.tx.us</p>	<p>UTAH Clare Walters Utah State Clearinghouse Governor's Office of Planning and Budget State Capitol, Room 114 Salt Lake City, Utah 84114 Telephone: (801) 538-1555 FAX: (801) 538-1547 Cwalters@gov.state.ut.us</p>

<p>WEST VIRGINIA</p> <p>Fred Cutlip, Director Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, West Virginia 25305 Telephone: (304) 558-4010 FAX: (304) 558-3248 fcutlip@wvdo.org</p>	<p>WISCONSIN</p> <p>Jeff Smith Section Chief, Federal/State Relations Wisconsin Department of Administration 101 East Wilson Street – 6th Floor</p> <p>P.O. Box 7868 Madison, Wisconsin 53707 Telephone: (608) 266-0267 FAX: (608) 267-6931 Jeffrey.smith@doa.state.wi.us</p>
<p>AMERICAN SAMOA</p> <p>Pat M. Galea'i Federal Grants/Programs Coordinator Office of Federal Programs Office of the Governor/Department of Commerce American Samoa Government Pago Pago, American Samoa 96799 Telephone: (684) 633-5155 Fax: (684) 633-4195 pmgaleai@samoatelco.com</p>	<p>GUAM</p> <p>Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 Jer@ns.gov.gu</p>
<p>PUERTO RICO</p> <p>Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 723-6190 FAX: (787) 722-6783</p>	<p>NORTHERN MARIANA ISLANDS</p> <p>Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 FAX: (670) 664-2272 Omb.jseman@saipan.com</p>
<p>VIRGIN ISLANDS</p> <p>Ira Mills Director, Office of Management & Budget # 41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069</p>	

lr mills@usvi.org	
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Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Please note: **Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (CFDA) [<http://www.cfda.gov/>].**

PROGRAM STATUTE

Title IV, Section 418A of the Higher Education Act, and The Higher Education Amendments of 1998

SUBPART 5 - SPECIAL PROGRAMS FOR STUDENTS WHOSE FAMILIES ARE ENGAGED IN MIGRANT AND SEASONAL FARMWORK

Sec. 418A Maintenance and expansion of existing programs

(a) Program authority

The Secretary shall maintain and expand existing secondary and postsecondary high school equivalency program and college assistance migrant program projects located at institutions of higher education or at private nonprofit organizations working in cooperation with institutions of higher education.

(b) Services provided by high school equivalency program

The services authorized by this subpart for the high school equivalency program include -

(1) recruitment services to reach persons -

(A)

- (i) who are 16 years of age and over; or
- (ii) who are beyond the age of compulsory school attendance in the State in which such persons reside and are not enrolled in school;

(B)

- (i) who themselves, or whose parents, have spent a minimum of 75 days during the past 24 months in migrant and seasonal farmwork; or
- (ii) who are eligible to participate, or have participated within the preceding 2 years, in programs under part C of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6391 et seq.) or section 1672 of title 29 or section 2912 of title 29; and

(C) who lack a high school diploma or its equivalent;

(2) educational services which provide instruction designed to help students obtain a general education diploma which meets the guidelines established by the State in which the project is located for high school equivalency;

(3) supportive services which include the following:

(A) personal, vocational, and academic counseling;

(B) placement services designed to place students in a university, college, or junior college program, or in military service or career positions; and

(C) health services;

(4) information concerning, and assistance in obtaining, available student financial aid;

(5) weekly stipends for high school equivalency program participants;

(6) housing for those enrolled in residential programs;

(7) exposure to cultural events, academic programs, and other educational and cultural activities usually not available to migrant youth; and

- (8) other essential supportive services, as needed to ensure the success of eligible students.
- (c) Services provided by college assistance migrant program
 - (1) Services authorized by this subpart for the college assistance migrant program include -
 - (A) outreach and recruitment services to reach persons who themselves or whose parents have spent a minimum of 75 days during the past 24 months in migrant and seasonal farmwork or who have participated or are eligible to participate, in programs under part C of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6391 et seq.) (or such part's predecessor authority) or section 1672 of title 29 or section 2912 of title 29, and who meet the minimum qualifications for attendance at a college or university;
 - (B) supportive and instructional services which include:
 - (i) personal, academic, and career counseling as an ongoing part of the program;
 - (ii) tutoring and academic skill building instruction and assistance;
 - (iii) assistance with special admissions;
 - (iv) health services; and
 - (v) other services as necessary to assist students in completing program requirements;
 - (C) assistance in obtaining student financial aid which includes, but is not limited to:
 - (i) stipends;
 - (ii) scholarships;
 - (iii) student travel;
 - (iv) career oriented work study;
 - (v) books and supplies;
 - (vi) tuition and fees;
 - (vii) room and board; and
 - (viii) other assistance necessary to assist students in completing their first year of college;
 - (D) housing support for students living in institutional facilities and commuting students;
 - (E) exposure to cultural events, academic programs, and other activities not usually available to migrant youth; and
 - (F) other support services as necessary to ensure the success of eligible students.
 - (2) A recipient of a grant to operate a college assistance migrant program under this subpart shall provide followup services for migrant students after such students have completed their first year of college, and shall not use more than 10 percent of such grant for such followup services. Such followup services may include -
 - (A) monitoring and reporting the academic progress of students who participated in the project during such student's first year of college and during such student's subsequent years in college; and
 - (B) referring such students to on- or off-campus providers of counseling services, academic assistance, or financial aid.
- (d) Management plan required

Each project application shall include a management plan which contains assurances that

the grant recipient will coordinate the project, to the extent feasible, with other local, State, and Federal programs to maximize the resources available for migrant students, and that staff shall have a demonstrated knowledge and be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population, and provisions for:

- (1) staff in-service training;
- (2) training and technical assistance;
- (3) staff travel;
- (4) student travel;
- (5) interagency coordination; and
- (6) an evaluation plan.

(e) Five-year grant period; consideration of prior experience

Except under extraordinary circumstances, the Secretary shall award grants for a 5-year period. For the purpose of making grants under this subpart, the Secretary shall consider the prior experience of service delivery under the particular project for which funds are sought by each applicant. Such prior experience shall be awarded the same level of consideration given this factor for applicants for programs in accordance with section 1070a-11(c)(1) of this title.

(f) Minimum allocations

The Secretary shall not allocate an amount less than -

- (1) \$150,000 for each project under the high school equivalency program, and
- (2) \$150,000 for each project under the college assistance migrant program.

(g) Data collection

The National Center for Education Statistics shall collect postsecondary education data on migrant students.

(h) Authorization of appropriations

- (1) There are authorized to be appropriated for the high school equivalency program \$15,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years.
 - (2) There are authorized to be appropriated for the college assistance migrant program \$5,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years.
-

P.L. 105-244

SEC. 408 SPECIAL PROGRAMS FOR STUDENTS WHOSE FAMILIES ARE ENGAGED IN MIGRANT AND SEASONAL FARMWORK.

- (a) COORDINATION – Section 418A(d) (20 U.S.C. 1070d-2 (2)) is amended by inserting after ‘contains assurances’ the following: ‘that the grant recipient will coordinate the project, to the extent feasible, with other local, State, and Federal programs to maximize the resources available for migrant students, and’
- (b) AUTHORIZATION OF APPROPRIATIONS - Section 418A(g) is amended by striking ‘1993’ each place the term appears and inserting ‘1999’.
- (c) DATA COLLECTION - Section 418A is amended—
 - (1) by designating subsection (g) (as amended by subsection (b)) as subsection (h); and by inserting after subsection (f) the following:
 - (g) DATA COLLECTION-The National Center for Educational Statistics shall collect postsecondary education data on migrant students.’.
- (d) TECHNICAL AMENDMENT – Section 418A(e) is amended by striking ‘authorized by subpart 4 of this part in accordance with section 417A(b)(2)’ and inserting ‘in accordance with section 402A(c)(1)’.

SECONDARY EDUCATION, DEPARTMENT OF EDUCATION

PART 206--SPECIAL EDUCATIONAL PROGRAMS FOR STUDENTS WHOSE FAMILIES ARE ENGAGED IN MIGRANT AND OTHER SEASONAL FARMWORK--HIGH SCHOOL EQUIVALENCY PROGRAM AND COLLEGE ASSISTANCE MIGRANT PROGRAM.

Subpart A General

- Sec. 206.1 What are the special educational programs for students whose families are engaged in migrant and other seasonal farmwork?
- Sec. 206.2 Who is eligible to participate as a grantee?
- Sec. 206.3 Who is eligible to participate in a project?
- Sec. 206.4 What regulations apply to these programs?
- Sec. 206.5 What definitions apply to these programs?

Subpart B What Kinds of Activities Does the Secretary Assist Under These Programs?

- Sec. 206.10 What types of services may be provided?
- Sec. 206.11 What types of CAMP services must be provided?

Subpart C How Does One Apply for Grant?

- Sec. 206.20 What must be included in an application?

Subpart D How Does the Secretary Make a Grant to an Applicant?

- Sec. 206.30 How does the Secretary evaluate an application.

Subpart E What Conditions Must Be Met by a Grantee?

- 206.40 What restrictions are there on expenditures?

AUTHORITY: 20 U.S.C. 1070d-2, unless otherwise noted.

SOURCE: 46 CFR. 35075. July 6, 1981, unless otherwise noted.

Subpart A-General

§ 206.1 What are the special educational programs for students whose families are engaged in migrant and other seasonal farmwork?

(a) *High School Equivalency Program.*

The High School Equivalency Program (HEP) is designed to assist persons who are eligible under §206.3-to obtain the equivalent of a secondary school diploma and subsequently to gain employment or be placed in an institution of higher education (IHE) or other postsecondary education or training.

(b) *College Assistance Migrant Program.*

The College Assistance Migrant Program (CAMP) is designed to assist persons who are eligible under S 206.3-who are enrolled or are admitted for enrollment on a full-time basis in the first academic year at an IHE.

(Authority: 20 U.S.C. 1070d-2(a))

[46 FR 35075, July 6, 1981, as amended at 52 FR 24920, July 1, 1987; 57 FR 60407, Dec. 18, 1992]

§ 206.2 Who is eligible to participate as a grantee?

(a) *Eligibility.*

An IHE or a private nonprofit organization may apply for a grant to operate a HEP or CAMP project.

(b) *Cooperative planning.*

If a private nonprofit organization other than an IHE applies for a HEP or a CAMP grant, that agency must plan the project in cooperation with an IHE and must propose to operate the project, or in the case of a HEP grant, some aspects of the project, with the facilities of that IHE.

(Authority: 20 U.S.C. 1070d-2(a))

[46 FR 35075, July 6, 1981. as amended at 52 FR 24920. July 1, 1987]

§ 206.3 Who is eligible to participate in a project?

(a) *General.*

To be eligible to participate in a HEP or a CAMP project

- (1) A person, or his or her parent, must have spent a minimum of 75 days during the past 24 months as a migrant or seasonal farmworker; or
- (2) The person must have participated (with respect to HEP within the last 24 months), or be eligible to participate, in programs under 34 CFR part 201 (Chapter I-Migrant Education Program) or 20 CFR part 633 (Employment

and Training Administration, Department of Labor-Migrant and Seasonal Farmworker Programs).

(b) *Special HEP qualifications.*

To be eligible to participate in a HEP project, a person also must-

- (1) Not have earned a secondary school diploma or its equivalent;
- (2) Not be currently enrolled in an elementary or secondary school;
- (3) Be 16 years of age or over, or beyond the age of compulsory school attendance in the State in which he or she resides; and
- (4) Be determined by the grantee to need the academic and supporting services and financial assistance provided by the project in order to attain the equivalent of a secondary school diploma and to gain employment or be placed in an IHE or other postsecondary education or training.

(c) *Special CAMP qualifications.*

To be eligible to participate in a CAMP project, a person also must-

- (1) Be enrolled or be admitted for enrollment as a full-time student at the participating IHE;
- (2) Not be beyond the first academic year of a program of study at the IHE, as determined under the standards of the IHE; and
- (3) Be determined by the grantee to need the academic and supporting services and financial assistance provided by the project in order to complete an academic program of study at the IHE

(Authority: 20 U.S.C. 1070d-2(a))

[46 FR 35075, July 6, 1981, as amended at 52FR 24920. July 1, 1987. 57 FR 60407. Dec. 18, 1992]

§ 206.4

What regulations apply to these programs?

The following regulations apply to HEP and CAMP:

(a) *The Education Department General Administrative Regulations (EDGAR)* as follows:

- (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
- (2) 34 CFR part 75 (Direct Grant Programs).
- (3) 34 CFR part 77 (Definitions That Apply to Department Regulations).
- (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities).
- (5) 34 CFR part 82 (New Restrictions on Lobbying).
- (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug Free Workplace Grants).
- (7) 34 CFR part 86 (Drug-Free Schools and Campuses).

(b) The regulations in this part 206.

(Authority: 20 U.S.C. 1070d-2(a))

[46 FR 35075, July 6, 1981, as amended at 52 FR 24920. July 1, 1987; 57 FR 60407. Dec. 19. 1992; 58 FR 11539, Feb. 26. 1993]

§ 206.5 What definitions apply to these programs?

(a) *Definitions in EDGAR.*

The following terms used in this part are defined in 34 CFR 77.1 (c) (EDGAR, Definitions):

Applicant
Application
Elementary school
EDGAR
Facilities
Minor remodeling
Nonprofit
Private
Project
Public
Secondary school
Secretary
State

(b) *Definitions in the grants administration regulations.*

The following terms used in this part are defined in 34 CFR Part 74 (Administration of Grants):

Budget
Equipment
Grant
Grantee
Supplies

(c) *Program definitions*

The following additional definitions apply specifically to HEP and CAMP:

(1) Act means the Higher Education Act of 1965, as amended.

(2) *Agricultural activity* means:

- (i) Any activity directly related to the production of crops, dairy products, poultry, or livestock;
- (ii) Any activity directly related to the cultivation or harvesting of trees;
or
- (iii) Any activity directly related to fish farms.

- (3) *Farmwork* means any agricultural activity, performed for either wages or personal subsistence, on a farm, ranch, or similar establishment.
- (4) *Fulltime*, with respect to an individual, means a student who is carrying a full-time academic workload, as defined in 34 CFR part 690 (regulations for the Pell Grant Program).
- (5) *Institution of higher education* means an educational institution that:
 - (i) Is in a State-.
 - (ii) Is authorized by that State to provide a program of education beyond secondary school;
 - (iii) Is a public or nonprofit institution;
 - (iv) Admits as a regular student only a person who:
 - (A) Has a secondary school diploma;
 - (B) Has the recognized equivalent of a secondary school diploma; or
 - (C) Is beyond the age of compulsory school attendance in that State and has the ability to benefit from the training offered by the institution;
 - (v) Provides:
 - (A) An educational program for which it awards a bachelor's degree; or
 - (B) At least a two-year program that is acceptable for full credit toward a bachelor's degree;
 - (vi)
 - (A) Is accredited by a nationally recognized accrediting agency or association;
 - (B) Has satisfactorily assured the Secretary that it will meet the accreditation standards of a nationally recognized accrediting agency or association within a reasonable time considering the resources available to the institution, the period of time, if any, it has operated, and its effort to meet accreditation standards; or
 - (C) Has its credits accepted on transfer by at least three accredited institutions on the same basis as those institutions accept transfer credits from fully accredited institutions.
- (6) *Migrant farmworker* means a seasonal farmworker-as defined in paragraph (c)(7) of this section-whose employment required travel that precluded the farmworker from returning to his or her domicile (permanent place of residence) within the same day.
- (7) *Seasonal farmworker* means a person who, within the past 24 months, was employed for at least 75 days in farmwork, and whose primary employment was in farmwork on a temporary or seasonal basis (that is, not a constant year-round activity).
- (d) *Other definitions.*

For purposes of determining program eligibility under §206.3(a)(2). the definitions in 34 CFR 201.3 (Chapter I-Migrant Education Program) and 20 CFR 633.104 (Employment and Training Administration, Department of Labor-Migrant and Seasonal Farmworker Programs) apply.

(Authority: 20 U.S.C. 1070d-2(a))
[46 FR 35075, July 6, 1981. as amended at 52 FR 24920, July 1, 1987-, 57 FR 60407, Dec. 18, 1992]

Subpart B-What Kinds of Activities Does the Secretary Assist Under These Programs?

§206.10 What types of services may be provided?

(a) *General.*

A grantee may use funds under HEP or CAMP to support approved projects designed to provide academic and supporting services and financial assistance to eligible participants as described in S 206.3.

(b) *Types of services*

(1) *HEP projects.*

A HEP project may provide the following types of services to assist participants in obtaining the equivalent of a secondary school diploma, and as needed, to assure the success of the participants in meeting the project's objectives and in succeeding at the secondary school level and beyond:

- (i) Recruitment services to reach persons who are eligible under §206.3 (a) and (b).
- (ii) Educational services that provide instruction designed to help students pass an examination and obtain a certificate that meets the guidelines for high school equivalency established by the State in which the project is located.
- (iii) Supportive services that include the following:
 - (A) Personal, vocational, and academic counseling-
 - (B) Placement services designed to place students in a university, college, or junior college program, or in military services or career positions: and
 - (C) Health services.
- (iv) Information concerning and assistance in obtaining available student financial aid.
- (v) Weekly stipends for high school equivalency program participants.
- (vi) Housing for those enrolled in residential programs.
- (vii) Exposure to cultural events, academic programs, and other educational and cultural activities usually not available to migrant youth.
- (viii) Other essential supportive services, as needed, to ensure the success of eligible students.

(2) *CAMP projects.*

A CAMP project may provide services to assist the participants in meeting

the project's objectives and in succeeding in an academic program of study at the IHE:

- (i) Outreach and recruitment services to reach persons who are eligible under 206.3 (a) and (c).
 - (ii) Supportive and instructional services, including:
 - (A) Personal, academic, and career counseling as an ongoing part of the program-.
 - (B) Tutoring and academic skillbuilding instruction and assistance;
 - (C) Assistance with special admissions;
 - (D) Health services; and
 - (E) Other services, as necessary to assist students in completing program requirements.
 - (iii) Assistance in obtaining student financial aid that includes, but is not limited to, the following:
 - (A) Stipends
 - (B) Scholarships.
 - (C) Student travel.
 - (D) Career-oriented work-study.
 - (E) Books and supplies.
 - (F) Tuition and fees.
 - (G) Room and board.
 - (H) Other assistance necessary to assist students in completing their first year of college or university.
 - (iv) Housing support for student living in institutional facilities and commuting students.
 - (v) Exposure to cultural events, academic programs, and other activities not usually available to migrant youth.
 - (vi) Other support services as necessary to ensure the success of eligible students.
- (c) The health services and other financial support services provided to participating students must:
- (1) Be necessary to ensure their participation in the HEP or CAMP; and
 - (2) Not detract, because of the amount, from the basic educational services provided under those programs.

(Authority: 20 U.S.C. 1070d-2(b) and (c))

[46 FR 35075, July 6, 1981. as amended at 52 FR 24920, July 1, 1987; 57 FR 60407. Dec. 18, 1992]

206.11

What types of CAMP services must be provided?

- (a) In addition to the services provided in §206.10(b)(2), CAMP projects must provide follow-up services for project participants after they have completed their first year of college.
- (b) Follow-up services may include-

- (1) Monitoring and reporting the academic progress of students who participated in the project during their first year of college and their subsequent years in college; and
- (2) Referring these students to on or off-campus providers of counseling services, academic assistance, or financial aid.
- (c) Grantees may not use more than 10 percent of funds awarded to them for follow-up services.

(Authority: 20 U.S.C. 1070d-2(c))
[57 FR 60407, Dec. 18, 1992]

Subpart C-How Does One Apply for a Grant?

206.20 What must be included in an application?

In applying for a grant, an applicant shall:

- (a) Follow the procedures and meet the requirements stated in subpart C of 34 CFR part 75 (EDGAR-Direct Grant Programs):
- (b) Submit a grant application that:
 - (1) Covers a period of five years unless extraordinary circumstances warrant a shorter period; and
 - (2) Includes an annual budget of not less than \$150,000;
- (c) Include a management plan that contains:
 - (1) Assurances that the staff has a demonstrated knowledge of and will be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population; and
 - (2) Provisions for:
 - (i) Staff in-service training;
 - (ii) Training and technical assistance;
 - (iii) Staff travel;
 - (iv) Student travel;
 - (v) Interagency coordination; and
 - (vi) Project evaluation; and
- (d) Provide the following assurances:
 - (1) The grantee will develop and implement a plan for identifying, informing, and recruiting eligible participants who are most in need of the academic and supporting services and financial assistance provided by the project.
 - (2) The grantee will develop and implement a plan for identifying and using the resources of the participating IHE and the community to supplement and enhance the services provided by the project.

(Authority: 20 U.S.C. 1070d-2(a) and (d)-(f))

(Approved by the Office of Management and Budget under control number 1810-0055) [46 FR 35075. July 6, 1981, as amended at 52 FR 24920. July 1, 1987; 57 FR 60907, Dec. 18, 1992]

Subpart D-How Does the Secretary Make a Grant to an Applicant?

§ 206.30 How does the Secretary evaluate an application?

The Secretary evaluates an application under the procedures in 34 CFR part 75.

(Authority: 20 U.S.C. 1070d-2(a) and (e)) [62 FR 10403, Mar. 6, 1997]

Subpart E-What Conditions Must Be Met by a Grantee?

§ 206.40 What restrictions are there on expenditures?

Funds provided under HEP or CAMP may not be used for construction activities, other than minor construction-related activities such as the repair or minor remodeling or alteration of facilities.

(Authority: Sec. 41BA(a); 20 U.S.C. 1070d-2)

NOTICE TO ALL APPLICANTS (GEPA)

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid control number for this information collection is 1890-0007. The time required to complete this information collection is estimated to average of 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Ave., SW (Room 3652, GSA Regional Office Building No. 3). Washington, D.C. 20202-4248.

Notice to All Applicants:

THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

What are the performance indicators for the HEP/CAMP Program?

The Department's specific goal for the HEP programs is to assist migrant and seasonal farmworker students obtain the equivalent of a high school diploma and to enroll in postsecondary education or other training programs, or to be placed in career positions or the military. The specific goal for the CAMP program is to assist migrant and seasonal farmworkers students to successfully complete their first year of college and to continue in postsecondary education.

The performance measures for the HEP program are:

- (1) The number and percent of HEP participants who complete the course of study and receive a GED.
- (2) The number and percent of HEP participants with a GED who enter postsecondary education programs, career positions, or the military.

The performance measures for the CAMP program are:

- (1) The number and percent of CAMP participants who successfully complete the first year of college.
- (2) The number and percent of CAMP participants who continue to be enrolled in postsecondary education.

APPLICATION CONTENTS AND INSTRUCTIONS

PART I.

Application for Federal Education Assistance: Complete the Face Page – ED Form 424 (Exp.11-30-2004). In Item 4 of ED 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Number and the Title of the Competition, i.e. CFDA # 84.141A for HEP and 84.149A for CAMP.

Table of Contents: Please provide a table of contents and include page numbers for each section of the application package.

Abstract: For non-electronic submissions, include the name and address of your organization and the name, phone number and e-mail address of the contact person for this project. Applicants should note the requirements for the abstract in the Notice Inviting Applications for New Awards.

The abstract narrative must not exceed one double-spaced page in 12 point font or larger and should use language that will be understood by a range of audiences. For all projects, include the project title, goals, objectives, and contributions for research, policy, and effective practices. Include the design of the project, the number of participants to be served with grant funds, and the expected outcomes. The abstract design should identify the residential and/or commuter nature of services to be provided.

PART II.

Budget Information: Applicants must complete Form 524, Sections A, and (as applicable) Section B. Provide line item amounts for major budget categories. Follow instructions for ED FORM 524. (Note that a budget must be submitted for each year in which funds are requested.)

Budget Narrative: Section C, Other Budget Information. When completing Section C, applicants should provide a detailed description of all expenditures necessary to carry out the proposed project. Applicants should note the applicable program specific instructions for completing Section C, other budget information, that are attached.

PART III.

Application Narrative: Applications should be concise and clearly written. Before preparing the narrative, applicants should review the Notice Inviting Applications for New Awards and follow the instructions for Part III, the program narrative. These instructions require that the application narrative be limited to 25 double spaced pages and give the requirements for this 25 page limit.

When preparing the program narrative, applicants should refer to the attached program statute, program regulations, and selection criteria for specific guidance or requirements. In particular, applicants should review the program regulations in Subpart B, Sec. 206.10 and 206.11, What

types of services may be provided? Applicants need to be aware of these types of services when preparing the program narrative. (See requirements for program design and services in the Selection Criteria.).

Subpart C, Sec. 206.20, What Must be Included in a Grant, lists specific requirements and assurances that must be included in the application. This required information should be included in the narrative section and used when responding to the selection criteria. The assurances required in Sec. 206.20 could be included in the appendices when appropriate.

Evaluation Requirements: A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and also outcome measures to assess the impact on teaching and learning or other important outcomes for project participants. The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) what methods will be used; (3) how the data will be analyzed; (4) when reports of results and outcomes will be available; and (5) how the applicant will use the information collected through the evaluation to monitor progress of the funded project and to provide accountability about the success of the project. Applicants are encouraged to devote an appropriate level of resources to project evaluation. Information on evaluation should be included in the program narrative. (See requirements for evaluation in the Selection Criteria.)

Successful applicants will be expected to report annually on the progress of each project objective and include an explanation of any changes in project goals or objectives.

Selection Criteria: The Secretary evaluates an application on the basis of the criteria in EDGAR in 34 CFR Part 75 Subpart D--How Grants are made. The selection criteria from 34 CFR 75.209 and 75.210 that will be used for evaluating applications are in this application package. When preparing the program narrative, applicants are asked to provide a response to the items within each selection criteria.

PART IV.

Assurances and Certifications: Applicants must complete all the required assurances and forms, with signatures as required. (See attached list of assurances and certifications to complete.)

PART V.

Appendices: Applicants must follow instructions in the Notice Inviting Applications for FY 2005 and limit the appendices to 15 pages. The appendices may include the following: resumes, job descriptions, letters of support, bibliography, and information on prior experience if relevant.

SELECTION CRITERIA

The applicant must address all the following criteria from 34 CFR 75.210 (General Selection Criteria). The maximum score for these conditions is 100 points for the following selection criteria. The maximum score for each criterion is indicated in parentheses

1. Need for the Project	15 points
2. Quality of Project Design	20 points
3. Quality of Management Plan	20 points
4. Quality of Project Services	15 points
5. Quality of Project Personnel	10 points
6. Adequacy of Resources	10 points
7. Quality of Project Evaluation	10 points

TOTAL MAXIMUM SCORE: 100 points

In describing the proposed project applicants should address the seven selection criteria in the order in which they are listed above.

1. Need for project (15 points). The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers one or more of the following factors:

- (i) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
- (ii) The extent to which the proposed project will focus on serving or otherwise address the needs of disadvantaged individuals (i.e., eligible migrant and seasonal farmworkers and their families).

(iii) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

2. Quality of Project Design (20 points). The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors;

- (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (ii) The extent to which the design of the proposed project is appropriate to and will successfully address the needs of the target population or other identified needs.
- (iii) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources.
- (iv) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.

Note: When addressing criteria (b)(iii) applicants should include information on how they are meeting the requirements for coordination in the amended Section 418A(d) of the reauthorized Higher Education Act, which requires that the grant recipient coordinate its project, to the extent feasible, with other local, State, and Federal programs to maximize the resources available for migrant students.

3. Quality of the Management Plan (20 points). The Secretary considers the quality of the management plan. In determining the quality of the management plan the Secretary considers the following:

- (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (ii) The adequacy of the procedures for ensuring feedback and continuous improvement in the operation of the project.
- (iii) The adequacy of the mechanisms for ensuring high-quality products and services from the proposed project.
- (iv) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.
- (v) How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

Note: Applicants may address criterion (c) in any way that is reasonable. However, as required in section 418A (d) of the statute, “Each project application shall include a management plan that contains: (1) assurances that staff will have a demonstrated knowledge and be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population, and include provisions for staff in-service training, training and technical assistance, staff and student travel, interagency coordination, and project

evaluation plan, and provide the following assurances: (1) The grantee, per Section 206.20(d)(1), will develop and implement a plan for identifying, informing, and recruiting eligible participants who are most in need of the academic and supporting services and financial assistance provided by the project. (2) The grantee, per Section 206.20(d)(2), will develop and implement a plan for identifying and using the resources of the participating IHE and the community to supplement and enhance the services provided by the project.”

Section 418A(d) of the statute is amended to require that the management plan contain the following assurance, “that the grant recipient will coordinate its project, to the extent feasible, with other local, State, and Federal programs to maximize the resources available for migrant students.”

4. Quality of Project Services (15 points). The Secretary considers the quality of the services to be provided by the proposed project.

- (i) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (ii) In addition, the Secretary considers the extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practices among the recipients of those services.

- (iii) The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment.
- (iv) The extent to which the services to be provided by the proposed project are focused on those with greatest needs.

5. Quality of project personnel (10 points). The Secretary considers the quality of the personnel that will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition the Secretary considers the following factors:

- (i) The qualifications, including relevant training and experience, of the project director or principal investigator.
- (ii) The qualifications, including relevant training and experience of key project personnel.
- (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

Note: Applicants may address (e) in any way that is reasonable. Given the purpose of the HEP and CAMP programs, the Secretary believes that applicants would want to consider the staff sensitivity and understanding of the unique characteristics and needs of the migrant and seasonal farmworker population.

6. Adequacy of Resources (10 points). The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers one or more of the following factors:

- (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
- (ii) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.
- (iii) The extent to which the budget is adequate to support the proposed project.
- (iv) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.
- (v) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

Note: When addressing (f) applicants must include the information in section 206.20(d)(2) of the regulations which requires applicants to develop and implement a plan for identifying and using the resources of the participating IHE and the community to supplement and enhance the services provided by the project.

7. Project Evaluation (10 points). The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers one or more of the following factors:

- (i) The extent to which the methods of evaluation are appropriate to the context within which the project operates.
- (ii) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.
- (iii) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

Note: This plan must permit the preparation of an evaluation that meets the requirements of 34 CFR 75.590 which requires that recipients submit a performance report, or for the last year of the project, a final report, that evaluates, at least annually, the effectiveness of the project in meeting its approved purpose and objectives, and the project's effect on participants being served. The annual performance report must evaluate whether project objectives are being met and, if not, include the changes in program activities that will be adopted (see CFR 75.118 and 75.253). At a minimum, the annual performance report must include data to address the specific HEP and CAMP indicators included in the Department's performance plan for the Government Performance and Result Act (GPRA). See section of application entitled "The Government Performance and Result Act (GPRA)" for specific HEP and CAMP performance indicators.

PRIOR EXPERIENCE

(g) Prior experience (15 points) Note: Applicants that are currently administering a HEP or CAMP project that is in the final year of the five-year grant cycle, and applicants whose five-year grant cycle ended in FY 2004, are eligible to receive up to 15 points for prior experience in accordance with Section 418A(e) of the Higher Education Act of 1965, as amended. In awarding points for prior experience, the Secretary considers,

- (1) The applicant's overall success in enabling the program participants to achieve stated educational objectives through activities identified in its approved project application, and in otherwise meeting the purposes of the program and fulfilling program administrative requirements.
- (2) In determining the overall quality of the applicant's prior experience in administering a HEP or CAMP project, the Secretary will award points for this criterion on a case-by-case basis. The Secretary will rely upon information contained in the project application as well as available information contained in documents such as an annual performance report, audit reports, site visit reports, project evaluation reports, and the previously approved application.
- (3) Those reviewing applications for prior experience will award points for this criterion that they determine, based on their professional judgment, best reflect the quality of the applicant's success over the life of the prior grant in accordance with paragraph (1) above. (Note: given the purpose of HEP and CAMP programs and the responsibility of award recipients to implement their approved applications and meet applicable program requirements, the Secretary believes that those reviewing for the quality of the applicant's prior experience should consider the following guide to awarding points.)

(3 points) The extent to which the project's anticipated number of students were served in the project with a comprehensive array of academic and support services, and were given access to college or university activities and facilities, as provided in the approved grant application;

(6 points) The extent to which the project participants succeeded in completing the academic programs in which they were enrolled, i.e. –

(a) For a HEP project, (i) the number of students who successfully completed their specific courses of study, and obtained a general education certificate (GED) certificate that meets the guidelines for high school equivalency established by the State in which the project is located; and

(b) For a CAMP project, the number of participants who completed their course of study in good standing for the first year of college or university they attended.

(3 points) The extent to which the applicant that has operated –

(a) A HEP project demonstrates that a high percentage of project participants who received GED certificates receive placement services and enter colleges, universities, junior colleges, other training or vocational programs, career positions, or military service; and

(b) A CAMP project demonstrates that:

(i) high percentages of participants continue in college after completing their first year of study in the project;

(ii) a high percentage of participants receive follow-up services after they complete their first year of study and the nature of those services; and

(iii) a high percentage of participants who have completed their first year of study will eventually complete their degree program.

(3 points) The extent to which the applicant has implemented an effective management plan for the program so as to ensure the proper and cost effective administration of the project as a whole, including –

- (a) Staff inservice training and technical assistance;
- (b) Coordination with other existing programs that benefit the participating students and their families;
- (c) The extent to which the applicant has met the administrative requirements – including record keeping, reporting, and financial accountability – under the terms of previously funded awards.

PROGRAM SPECIFIC BUDGET INFORMATION

Instructions for completing the budget information are on the form, Instructions for ED FORM 524. In addition to following these instructions, applicants should note the following when completing the budget information:

1. SECTION A - All applicants must complete Section A - Budget Summary.

Line 1. Personnel - Salaries: Include a statement, which shows the total commitment of time, and salary to be charged to the project for the Project Director and/or Coordinator.

Line 3. Travel - Include travel for staff only. Staff travel should be detailed as to purpose, objective, and number of persons involved.

Line 4. Equipment - Include non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. (See definition of equipment - 34 CFR 74.2)

Line 5. Supplies List items of non-expendable personal property, which do not meet definition of equipment under supplies.

Line 8. Other - Include all direct costs not covered in lines 1 to 6. Explain why participant travel and other items included under other are necessary to carry out project objectives.

Line 9 Total Direct Costs - Total of lines 1 – 8.

Line 10. Indirect Costs - Indirect costs are limited to eight percent (8%) of a modified total indirect cost base - see 34 CFR 75.562(c).

Line 11. Training Stipends – Includes students' stipends, tuition, financial assistance, course textbooks books, and related training fees necessary to carry out the project. (See 34 CFR 75.562 (c)).

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0009, Expiration Date: June 30, 2005. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U. S. Department of Education, Washington, D. C. 20202-4651. If you have any questions or concerns regarding the status of your individual submission of this form, write directly to: Office of Migrant Education, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D. C. 20202-6135 .

Federal Forms to Download for This Application are

Available at the Department's Following Internet Address:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

- ED Form 424--Application for Federal Education Assistance (Form and Instructions)
- ED Form 524--Budget Information, Non-Construction Programs
- ED Form 524--Instructions
- Standard Form 424B--Assurances, Non-Construction Programs
- ED80-0013--Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ED80-0014--Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions
- Standard Form LLL--Disclosure of Lobbying Activities
- OMB Form 1890-0014 – Survey on Ensuring Equal Opportunity for Applicants